GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES –Andhra Pradesh Secretariat Subordinate Service Rules 1997 – Typist-cum-Assistants - Re-designation of 40 posts of Typist-cum-Assistants as Section Assistants Grade-I without Technical Qualification of Typewriting – Amendment to Andhra Pradesh Secretariat Subordinate Service Rules - Orders – Issued.

- - - -

(i)

(1)	(2)
Category-4 Assistant Section Officer	(vii) by promotion of Section Assistant Grade-I. **Note:** The feeder category mentioned above (vii) shall be eligible for the post of Assistant Section Officer under the control of General Administration (Single Unit) Department only.

(ii)

(1)	(2)
Category-8 (c) Section Assistant Grade-I under the control of General Administration (Single Unit) Department	(i) By direct recruitment. (ii) By appointment by transfer from the category of Assistant (Despatch, Records and Tappals) under the control of General Administration (Single Unit) Department (Category-1 of Class-A of A.P. General Subordinate Service Rules, 1995).

III. In Rule-4, in Note-2(b) under explanation after the item (iii), the following shall be inserted:-

(iv) The vacancies earmarked for Typist-cum-Assistants shall be in the ratio of 1:1 between Typist-cum-Assistants and Section Assistants Grade-I for promotion to the category of Assistant Section Officer under the control of General Administration (Single Unit) Department.

IV. In rule-4, after Note-10, the following shall be inserted as Note-11:-

Note (11): In a cycle of 10 vacancies of Section Assistant Grade-I, 1, 5 & 9 vacancies shall be filled with Direct Recruitment and remaining vacancies shall be filled up appointment by transfer from the category of DR&T Assistants.

V. In Rule-4, the existing Note-11 shall be renumbered as Note-12.

VI. In the Annexure to the Rule-9(a), under Class-B (Other posts), after the entries 1(b), the following shall be inserted in columns (1), (2) and (3) respectively,

Contd.. P 3

Class-B 1(c) Section Assistant Grade-I	(i) By direct recruitment	Must hold a Bachelor's Degree of a University in India established or incorporated by or under a Central Act or any other equivalent qualification by an Institution recognized by the University Grants Commission. Subject to undergoing accredited course in MS Office and obtaining certificate in MS Office application within a period of probation. The APHRD shall conduct the training programme for MS Office.
	By appointment by transfer from the category of DR&T Assistant	(i) Must hold a Bachelor's Degree of a University in India established or incorporated by or under a Central Act or by an Institution recognized by the University Grants Commission. (OR) Must pass General Eligibility Test (GET) conducted by the Andhra Pradesh Public Service Commission. (ii) Subject to undergoing accredited course in MS Office and obtaining certificate in MS Office application within a period of probation. The APHRD shall conduct the training programme for MS Office.

VII. In rule-10, after (e), the following shall be inserted as (f).

(f) No Section Assistant Grade-I shall be eligible for promotion to the category of Assistant Section Officer, unless he/she has put in a minimum service of 5 years in the category of Section Assistant Grade-I.

VIII. In rule-15, in the item (1) after Bradma Operators, the word "Section Assistant Grade-I" shall be added.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. B. KISHORE
SECRETARY TO GOVRNMENT(SER.& HRM)

To
The Commissioner, Printing, Stationery & Stores Purchase. (with a request to publish in A.P. Gazette and supply 300 Gazettee copies)
The Law (Scrutiny Cell) Department / Law (M) Department.
All the Departments of Secretariat.
The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.
P.S. to Secretary to Government (Services), G.A.D.
SF/SC

//FORWARDED::BY ORDER//

SECTION OFFICER